



# STATE OF INDIANA

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DEPARTMENT OF ADMINISTRATION  
402 West Washington Street, Room W468  
Indianapolis, Indiana 46204  
317.232.3150

TO: Dr. Brad Oliver, SBOE Michelle Walker, IDOE; Claire Fiddian-Green, CECI and John Snethen, SBOE

FROM: Tim Grogg, General Counsel, IDOA

RE: Inquiry Regarding RFP 15-016 - Student Achievement Assessments

DATE: November 19, 2014

IDOA has been asked to address questions posed by State Board of Education ("SBOE") Member Dr. Brad Oliver regarding the process and procedure involved with the pending RFP 15-016 - Student Achievement Assessments.

The fundamental questions or issues raised by Dr. Oliver are viewed as inquiries regarding, 1. the selection process for members of the evaluation team, 2. potential exclusion of SBOE members from the evaluation process and 3. potential public dissemination or discussion of assessment information in an open and public content. Each primary area of inquiry is addressed below with respect to IDOA's role and participation in the RFP process.

IDOA was asked to assist and participate in this RFP and has been involved. All procurements conducted under IDOA follow uniform and required processes and procedures which have been implemented to protect the integrity of the solicitation process and must be followed to the final award and potential protest or appeal of the process.

1. The selection process for members of the evaluation team is conducted by the agency seeking the final contract. IDOA does not participate in or have a voice in the selection of evaluation team members or advisors. Once the team members and advisors are selected each must execute prescribed confidentiality agreements regarding their involvement and participation.
2. Potential exclusion of SBOE members from the evaluation process. IDOA has not taken the position that SBOE members are not permitted to serve as an evaluator or advisor during this RFP. Any or all members are permitted to serve pursuant to IDOA policies and practices so long as the required confidentiality documents are executed and submitted. Again, it is not IDOA's role to determine or select members of the evaluation team.

3. Dissemination or discussion of assessment information in public. Any and all information received by members of an RFP evaluation team must remain confidential to protect the integrity of the assessment and award process and to assure a fair and unbiased position for each person or entity responding to the RFP. To this end, presentation of the content of submissions by respondents may not be made in a public setting. It is recognized this factor may be viewed as problematic for the SBOE as all of such bodies meetings are open and public. Detailed review and discussion of submissions must occur within the evaluation process among evaluators and advisors as the evaluation team engages in the decision making process. IDOA representatives may provide general status reports regarding the progress of the RFP process to the SBOE, DOE and/or CECI upon request. Disclosure of details regarding submissions is not permitted.

Should additional questions or concerns arise regarding the RFP process please contact our offices.



## RFP Review Process

- Step 1: Invite interested educators to respond to survey
- Step 2: Seek administrative approval for educator participation
- Step 3: Assign “cell” codes for each approved educator
- Step 4: Select educators to review each component
  - Area(s) of expertise
  - Represent student population
- Step 5: Advisor Review\*
  - Provides feedback, including strengths and limitations of proposals, to advise Evaluator Review
  - Participant list confidential
- Step 6: Evaluator Review\*\*
  - Utilizes IDOA MAQ (Management Assessment/Quality) Rubric to review proposals
  - Participant list confidential
- Step 7: MAQ scores combined with cost scores, a maximum of two vendors per component selected as “short list”
- Step 8: Oral presentations from “short list” vendors
- Step 9: IDOA scores remaining criteria (MBE, WBE, VBE, Buy Indiana and Indiana Economic Impact)
- Step 10: Discussions, clarifications, BAFO round, and final award(s)

RFP Review Structure	
Advisor Review* (9)	Evaluator Review** (9)
<ul style="list-style-type: none"> <li>➤ 2 IDOE subject matter experts</li> <li>➤ 1 SBOE Assessment Subcommittee member</li> <li>➤ 1 CECI subject matter expert</li> <li>➤ 5 educators</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 IDOE subject matter experts</li> <li>➤ 1 SBOE Assessment Subcommittee member</li> <li>➤ 1 CECI subject matter expert</li> <li>➤ 2 educators</li> <li>➤ 3 additional reviewers (e.g., higher education, technology, assessment)</li> </ul>

A series of blue silhouettes of people in various walking poses are arranged along a green, wavy line that represents a path or a hill.

## Indiana Department of Education

**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

To: State Board of Education Members

From: Superintendent Glenda Ritz

Date: November 24, 2014

Subject: Assessment RFP Process and SBOE/IDOE Collaboration

Prior to our next SBOE meeting, I want to provide you with further information regarding the Assessment RFP process and selection of the Advisory and Evaluation teams. Please let me know if you have any specific questions about this update or want more information before the December 3<sup>rd</sup> meeting.

The Advisory and Evaluation process created for this RFP has been in complete consultation and collaboration with staff from the IDOA and state board staff. From the first stage of writing the RFP to date **23** staff level meetings have been held between SBOE staff, IDOE Staff and IDOA. There have also been **7** presentations to the full State Board since April, 2014 as well as **4** additional presentations to the Assessment Subcommittee.

The involvement of State Board of Education members and state board staff in the Advisory and Evaluation Committee was an intentional decision by the IDOE rather than a requirement of the state RFP process.

This decision allows for board members to directly participate in an element of the assessment system review process for which they have specialty, maintain open door expectations and provide a more comprehensive knowledge of the seven components of the assessment system.

The Advisory and evaluation review will include one assessment sub-committee member and a State Board of Education staff member. To further deepen the knowledge base for all SBOE members on this process, we have attached the web-ex content that each reviewer has seen. You will note that the RFP process is rather complex and highly regulated by IDOA. Participation in the web-ex was critical for understanding the review tasks.

There are some elements of the state RFP process that we wish, in an ideal world, could be different, such as making final two vendor presentations in each of the 7 components open to the entire Board. However, the IDOA process does not permit such an optional design as noted in the IDOA memo you received last week.

We are committed to fairness, collaboration and as much transparency as the IDOA process for the RFP allows. If we can be of further assistance at any time please let us know so we can be sure to follow the IDOA procedures in our response.

# **Statewide Assessment System of Student Achievement RFP 15-016**

*on behalf of  
Indiana Department of Education  
Indiana State Board of Education  
Indiana Education Roundtable*

**Advisor Training  
November 18, 2014**

*Indiana Department of Administration*



# Agenda

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- Purpose of RFP
- RFP Components and Subcomponents
- RFP Structure
- Evaluation Process and Criteria
- Advisor Role and Responsibilities
- Advisor Review Form
- Advisor Review Schedule
- Contacts
- Question and Answer



# Purpose of RFP

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The purpose of the RFP is to procure services of a qualified vendor(s) that will implement a statewide assessment system that is aligned to Indiana Academic Standards adopted by the Indiana State Board of Education to be administered beginning in the 2015-2016 school year, as required by SEA 91 (2014).

There are fourteen (14) different components and subcomponents in which a Respondent may propose services and pricing. Respondents may propose one, some, or all of the components and subcomponents.





# RFP Components and Subcomponents

	Assessment	Subject(s), Grade(s)
1	Summative (ISTEP+)	English/Language Arts, Math – 3 through 10 Social Studies – 5 and 7 Science – 4, 6, 10 (Biology)
2	IREAD-3	Reading – 3
3	End of Course (GQE)	Algebra I, English 10 - High School
4	Post Secondary Readiness	11 and 12
5	College and Career Readiness	11
6a	Formative	English – K through 2
6b	Formative	Math – K through 2
6c	Formative	Science – K through 2
6d	Formative	Social Studies – K through 2
6e	Formative	English – 3 through 10
6f	Formative	Math – 3 through 10
6g	Formative	Science – 3 through 10
6h	Formative	Social Studies – 3 through 10
7	Alternate Assessments	English/Language Arts, Math – 3 through 10 Social Studies – 5 and 7 Science – 4, 6, 10 (Biology)



# RFP Structure

Although the RFP is comprised of multiple sections and documents, Advisors will focus their review on completed **Attachment F**.

RFP Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate proposals
Attachment A	M/WBE Participation Plan Form
Attachment A1	IVBE Participation Plan Form
Attachment B	Sample Contract
Attachment C	Indiana Economic Impact Form
Attachment D	Cost Proposal Template
Attachment E	Business Proposal Template
Attachment F (14 in total)	Technical Proposal Templates
Attachment G	Q&A Template
Exhibit 1 through 7	Component 1 through 7, Detailed Scope of Services

# Evaluation Process and Criteria

The evaluation process follows a sequential order with a pre-determined set of criteria and point structure. Advisor input will inform scoring for Steps 1 and 2, Adherence to Mandatory Requirements and Management Assessment / Quality Criteria.

Step	Criteria	Available Points	
1	Adherence to Mandatory Requirements	Pass / Fail	
2	Management Assessment / Quality (Evaluation of Business and Technical Proposal)	40	75 points
	Cost	35	
3	Minority Business Enterprise Subcontractor Commitment	5 (+1 bonus point)	28 points
	Women Business Enterprise Subcontractor Commitment	5 (+1 bonus point)	
	Indiana Veteran Business Enterprise Subcontractor Commitment	5 (+1 bonus point)	
	Indiana Economic Impact	5	
	Buy Indiana	5	
	<b>Total Available Points</b>	<b>103</b>	



# Advisor Role and Responsibilities

- Advisors provide expert, objective input about proposals to the evaluation team.
- Advisors must submit the completed form, via email ([lpotter@doe.in.gov](mailto:lpotter@doe.in.gov), please put “Advisor Form – Component #” in the subject line) to IDOE no later than December 3<sup>rd</sup>.
- **Advisors should have signed and submitted a Nondisclosure and Conflict of Interest Agreement. IDOE must receive this agreement prior to sending proposals.**
- To comply with State procurement rules while making efficient use of Advisor’s time, we request that you abide by the following guidelines:
  - Maintain strict confidentiality; do not discuss proposals with colleagues, vendors, or the press.
  - Limit input to your area of expertise.
  - Derive input solely from Respondent proposals, not past experience.
  - Review all proposals thoroughly and equitably.
- State law requires all RFP materials received and any related records, including review forms and memoranda confidential. After award, advisors must return all materials to IDOE or sign an affirmation statement that all materials were destructed.



# Advisor Review Form

Advisor Forms, criteria, rating guides have already been finalized and will be distributed by IDOE.

Indiana Department of Education		
Assessment Proposal: RFP 15-016, Component 1		
Advisory Review - Fall 2014		
Vendor		
Reviewer (printed name):		
Reviewer Title:		
Signature (upon submission):		
<i>Instructions: Please provide a rating for each area below and record comments, as appropriate.</i>		
5 - Exceptional response	2* - Insufficient response	
4 - Above Average response	1* - Unsatisfactory response	
3 - Adequate response	0 - No response provided	
<i>*Requires Comment</i>		
	Rating	Comments
<b>Part 1: Test Design and Development</b>		
A. Alignment to Indiana Academic Standards		
B. Involve Indiana educators in design and development		
C. Identifies criteria used to judge item content validity		
D. Identifies criteria used to judge item quality		
E. Items represent a wide range of Depth of Knowledge (DOK) levels		
F. Items measure college- and career-readiness		
G. Include constructed-response, extended-response, essay, multiple-choice, and technology-enhanced items		
H. Include large print and Braille versions of the test		
I. Online version includes appropriate accommodations		



# Advisor Review Schedule

The evaluation timeline is not flexible. The inability to attend events and meet established timelines, may result in removal from the process.

Event	Date(s)
Advisor training conducted	November 18 <sup>th</sup>
Proposals distributed to Advisors	November 21 <sup>st</sup>
Advisors review proposals	November 24 <sup>th</sup> through December 3 <sup>rd</sup>
Advisors submit review forms to IDOE	December 3 <sup>rd</sup>



# RFP Contacts for Advisors

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Stan Judson

IDOA Sourcing Analyst & RFP Coordinator

317.234.6673, [sjudson@idoa.in.gov](mailto:sjudson@idoa.in.gov)

Michele Walker

IDOE Director of Assessments & Agency RFP Lead

317.232.9050, [mwalker@doe.in.gov](mailto:mwalker@doe.in.gov)



# **Statewide Assessment System of Student Achievement RFP 15-016**

*on behalf of  
Indiana Department of Education  
Indiana State Board of Education  
Indiana Education Roundtable*

**Evaluator Training  
November 18, 2014**

*Indiana Department of Administration*





# Agenda

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- Purpose of RFP
- RFP Components and Subcomponents
- RFP Structure
- Evaluation Process and Criteria
- Evaluator Role and Responsibilities
- Evaluation Form and Scoring Guide
- Evaluation Schedule
- Contacts
- Question and Answer



# Purpose of RFP

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The purpose of the RFP is to procure services of a qualified vendor(s) that will implement a statewide assessment system that is aligned to Indiana Academic Standards adopted by the Indiana State Board of Education to be administered beginning in the 2015-2016 school year, as required by SEA 91 (2014).

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# RFP Structure

Although the RFP is comprised of multiple sections and documents, Evaluators will focus their review on completed **Attachment E, Sections 6 and 13 and Attachment F.**

RFP Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the RFP
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# Evaluation Process and Criteria

The evaluation process follows a sequential order with a pre-determined set of criteria and point structure. Evaluators will focus on Steps 1 and 2, Adherence to Mandatory Requirements and Management Assessment / Quality Criteria.

Step	Criteria	Available Points	
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	Indiana Economic Impact	5	
	Buy Indiana	5	
	<b>Total Available Points</b>	<b>103</b>	



# Evaluator Role and Responsibilities

- The rules and policies governing the RFP process require objectivity and impartiality in the review of all proposals submitted. Evaluators only evaluate proposals based on the pre-determined Management Assessment / Quality criteria (as set forth in the evaluation form and scoring guide).
- Evaluators thoroughly review all proposals and advisor forms (in that order) for their respective component.
- Evaluators attend all scheduled events including evaluator meetings, webinars, and oral presentations and submit completed forms by IDOE specified dates.
- **Evaluators should have signed and submitted a Nondisclosure and Conflict of Interest Agreement. IDOE must receive this agreement prior to sending proposals.**
- Maintain confidentiality at all times; do not discuss proposals with anyone, including colleagues, vendors, or the press.
- State law requires all RFP materials received and any related records, including evaluations and memoranda confidential. After award, evaluators must return all materials to IDOE or sign an affirmation statement that all materials were destroyed.



# Evaluation Form and Scoring Guide

Evaluation Forms, criteria, point allocation, and scoring guides have already been finalized and will be distributed by IDOE.

RFP 15-016 Assessments of Student Achievement			
		Respondent Name:	
		Scored By:	
		Pass/Fail:	
		Please Complete	
Please use the Scoring Guide below to assist you in scoring the Business and Technical Proposals. Complete the year may <u>not</u> use decimals.			
<b>RESPONSE SCORE</b>			
Evaluation Criteria		Score 0 = Vague or Incomplete 1 = Poor 2 = Adequate 3 = Good 4 = Exceptional	
<b>Business Proposal (2 points)</b>			
References			
Experience Serving Similar Clients			
<b>Technical Proposal (38 points)</b>			
Program Background and Graduation Requirement			
Program Management and Implementation			
Test Design and Development			
Item Ownership			
English/Language Arts			
Mathematics			
Test Administration			
Scoring, Reporting, and Use of Data			
Research and Psychometrics			

  

SCORING GUIDE	
Score	Description
0	Respondent has not addressed any of the requirements and/or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the State's needs would be met.
1	Respondent has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the State will be met.
2	Respondent has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the State.
3	Respondent has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the State.
4	Respondent has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Respondent's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the State.





# Evaluation Schedule

The evaluation timeline is not flexible. The inability to attend events and meet established timelines, may result in removal from the process.

Event	Date(s)
Evaluator training conducted	November 18 <sup>th</sup>
Proposals distributed to Evaluators	November 21 <sup>st</sup>
Evaluators review proposals	November 24 <sup>th</sup> through December 7 <sup>th</sup>
Advisor forms aggregated and distributed by IDOE to Evaluators, with reference check information	December 8 <sup>th</sup>
Evaluator meeting webinars	December 10 <sup>th</sup> through 17 <sup>th</sup>
Evaluation Forms due to IDOE	24 hours after webinar
MAQ Scores combined with Cost to determine vendor short-list	December 18 <sup>th</sup> through 23 <sup>rd</sup>
Shortlisted vendor presentations	January 6 <sup>th</sup> through 30 <sup>th</sup>
Revised evaluation forms due to IDOE (based on vendor presentation)	24 hours after presentation
Final MAQ and Cost Scores combined with M/V/WBE, IEI, and Buy Indiana scores	February 28 <sup>th</sup>
Award Announcement	March 13 <sup>th</sup>
Protest Period	March 13 <sup>th</sup> through 20 <sup>th</sup>





# RFP Contacts for Evaluators

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Stan Judson

IDOA Sourcing Analyst & RFP Coordinator

317.234.6673, [sjudson@idoa.in.gov](mailto:sjudson@idoa.in.gov)

Michele Walker

IDOE Director of Assessments & Agency RFP Lead

317.232.9050, [mwalker@doe.in.gov](mailto:mwalker@doe.in.gov)



## Advisor Nondisclosure and Conflict of Interest Agreement

### RFP 15-016, Student Achievement Assessments

I understand and acknowledge that I will serve as an advisor to the **Student Achievement Assessments (RFP 15-016)** evaluation team, which is responsible for reviewing, evaluating and scoring respondent proposals. In doing so, I agree to fulfill the responsibilities and obligations set forth herein.

1. I understand and acknowledge that I am either a state employee, as defined by Indiana Code 4-2-6-1, and am bound by the Indiana Code of Ethics and the applicable rules and regulations, or an employee of a state educational institution or an authorized advisor and avail myself to the same substantive restrictions and requirements set forth herein. See 42 Indiana Administrative Code 1.
2. I understand and acknowledge that I am prohibited from disclosing confidential information or benefiting from such information, per 42 IAC 1-5-10 and 11. In addition to “information of a confidential nature,” as defined by Ind. Code 4-2-6-1(12) and for purposes of this agreement, confidential information shall also include information discussed, reviewed or presented during any phase of the solicitation process, the contents of the proposals or any other materials from which this solicitation was developed, except as specifically approved by the Indiana Department of Administration. Further, I will not identify the names of any evaluation team members to persons not directly engaged in the evaluation, except where necessary in official solicitation communications.
3. As an advisor, I understand and acknowledge that I have no direct or indirect financial interest in any of the respondent’s proposals. Such direct or indirect financial interests also include any of the following:
  - a. A personal financial interest;
  - b. A financial interest of an immediate family member;
  - c. A business organization in which I serve as an officer, a director, a trustee, a partner or an employee;
  - d. Any person or organization with whom I am negotiating or has an arrangement concerning prospective employment;
  - e. Any financial interest such as direct or trust interest in stocks, bonds, and other rights or continued participation in employee benefit or welfare plans with profit sharing or stock bonus provisions which arose out of former employment; or
  - f. Any other interest or connection that might create the appearance of impropriety regarding:
    - i. Use of public office or position for private gain;
    - ii. Preferential treatment to any proposal(s); or
    - iii. Any other impairment to the advisor’s objectivity.
4. Subject to the exceptions set forth in Ind. Code 4-2-6-10.5, I understand that I am prohibited from knowingly having a financial interest in a contract made by an agency.
5. I have or will promptly review the Indiana Code of Ethics. See Ind. Code 4-2-6 and 42 IAC 1.
6. I understand and acknowledge that should any potential conflict arise, I will immediately notify the Indiana Department of Administration’s Procurement Division.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Employer: \_\_\_\_\_

## Evaluator Nondisclosure and Conflict of Interest Agreement

### RFP 15-016, Student Achievement Assessments

I understand and acknowledge that I will serve as an evaluator on the **Student Achievement Assessments (RFP 15-016)** evaluation team, which is responsible for reviewing, evaluating and scoring respondent proposals. In doing so, I agree to fulfill the responsibilities and obligations set forth herein.

1. I understand and acknowledge that I am either a state employee, as defined by Indiana Code 4-2-6-1, and am bound by the Indiana Code of Ethics and the applicable rules and regulations, or an employee of a state educational institution and avail myself to the same substantive restrictions and requirements set forth herein. See 42 Indiana Administrative Code 1.
2. I understand and acknowledge that I am prohibited from disclosing confidential information or benefiting from such information, per 42 IAC 1-5-10 and 11. In addition to “information of a confidential nature,” as defined by Ind. Code 4-2-6-1(12) and for purposes of this agreement, confidential information shall also include information discussed, reviewed or presented during any phase of the solicitation process, the contents of the proposals or any other materials from which this solicitation was developed, except as specifically approved by the Indiana Department of Administration. Further, I will not identify the names of any evaluation team members to persons not directly engaged in the evaluation, except where necessary in official solicitation communications.
3. As an evaluator, I understand that I am vested with decision-making authority, as contemplated by Ind. Code 4-2-6-9, and that I have no direct or indirect financial interest in any of the respondent’s proposals. Such direct or indirect financial interests also include any of the following:
  - a. A personal financial interest;
  - b. A financial interest of an immediate family member;
  - c. A business organization in which I serve as an officer, a director, a trustee, a partner or an employee;
  - d. Any person or organization with whom I am negotiating or has an arrangement concerning prospective employment;
  - e. Any financial interest such as direct or trust interest in stocks, bonds, and other rights or continued participation in employee benefit or welfare plans with profit sharing or stock bonus provisions which arose out of former employment; or
  - f. Any other interest or connection that might create the appearance of impropriety regarding:
    - i. Use of public office or position for private gain;
    - ii. Preferential treatment to any proposal(s); or
    - iii. Any other impairment to the evaluator’s objectivity.
4. Subject to the exceptions set forth in Ind. Code 4-2-6-10.5, I understand that I am prohibited from knowingly having a financial interest in a contract made by an agency.
5. I have or will promptly review the Indiana Code of Ethics. See Ind. Code 4-2-6 and 42 IAC 1.
6. I understand and acknowledge that should any potential conflict arise, I will immediately notify the Indiana Department of Administration’s Procurement Division.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Employer: \_\_\_\_\_